

WORKFORCE INVESTMENT COUNCIL
FINAL Quarterly Board Meeting Minutes
Tuesday January 8, 2013
9:00 AM – 11:00 AM
PNC Bank
800 17th Street NW, 12th Floor
Washington, DC 20006

I. Call to Order and Introductions

Joslyn Williams, WIC Vice-Chair, served as Chair for today's meeting since Board Chair Michael Harreld was unable to attend. The Vice-Chair called the meeting to order at 9:15 A.M. and welcomed board members and guests. The Vice-Chair asked each of the board members in attendance to introduce themselves and their organizational affiliation. The Vice-Chair also took time to recognize the two new board members to the rest of the group: 1) Ms. Robin Anderson, Human Resource Director at Giant Food and 2) Ms. Jennifer Leonard, Interim Deputy Mayor for Education (DME).

Board members present at the meeting included:

Robin Anderson	Barbara Lang
Joe Andronaco	Jennifer Leonard
Robert Brandon	Lisa Mallory
Deborah Carroll (designee, David Berns)	Kathleen McKirchy
Tony Cancelosi	Rebecca Salon (designee, Laura Nuss)
Lyles Carr	Sarah Oldmixon
Charlene Drew Jarvis	Thomas Penny
Emily Durso	Chris Smith
William Hanbury	Nicola Whiteman
Cedric Hendricks	Joslyn Williams
Victor Hoskins	Calvin Woodland
Solomon Keene	

Board members not in attendance:

Bill Dean
Michael Harreld
Lori Kaplan
Catherine Meloy
Tynesia Boyea-Robinson
Carl Rowan
Neil Stanley
Marullus Williams

II. Five-Year Economic Development Strategy

The Vice-Chair invited the Deputy Mayor for Planning and Economic Development, Victor Hoskins, to present on the agency's Five Year Economic Development Strategy and upcoming implementation plans. A copy of the PowerPoint presentation file summarizing the strategy's key components and proposed timeline were provided in the meeting materials packets. Deputy Mayor Hoskins gave a brief overview of the plan, noting its key players, major goals, and strategic initiatives. Specifically, he discussed how

this strategy relates to the Five-Year Workforce Development Plan and the pivotal role of the WIC in supporting workforce development for the major development projects that are planned for delivery in the next few years.

Four Major Goals:

- (1) Identify and communicate economic development priorities
- (2) Gain commitments from private sector and institutions to spur growth
- (3) Develop a new Economic Impact Model (EIM) that will align District resources to obtain maximum economic benefit
- (4) Launch a new era of collaboration between the District and its universities

Deputy Mayor Hoskins noted that there are fifty-two (52) different initiatives, which will cumulatively lead to 100,000 new jobs and generate \$1 billion in new tax revenue.

Economic Development Strategy and the State Integrated Workforce Plan: Deputy Mayor Hoskins proceeded to discuss how the 5-year economic development strategy would support the District's State Integrated Workforce Plan for PY2012-PY2016 by working to achieve the following goals, in partnership with the Department of Employment Services (DOES) and the Workforce Investment Council (WIC):

- 1) Gain commitments from major employers to collaborate with the Workforce Intermediary initiative,
- 2) Establish a culinary incubator that provides business and job training opportunities for DC residents
- 3) Recognize businesses that employ District residents especially those participating in One-City One-Hire
- 4) Connect District youth, DCPS, and University of District of Columbia-Community College with local tech companies
- 5) Bring retailers and brokers to DC's emerging retail areas that may be unfamiliar
- 6) Promote DC as a premier destination for retailers at national conferences like ICSC.

He proceeded to discuss the pivotal role the WIC would play in leading the Workforce Intermediary initiative. The Workforce Intermediary will work with employers in the core sectors to fill upcoming hiring needs with trained District residents. The Vice-Chair asked the board if there were any comments or questions regarding Deputy Mayor Hoskins' presentation.

Board Discussion and Q/A

DOES One City One-Hire Action Plan and Economic Development: One board member noted the benefits of having his business participate in the DOES' One City One-Hire Action Plan and commended the Deputy Mayor for his ongoing support of that initiative.

Connecting Participants Served through District Agencies to the projected 100,000 new jobs: A board member asked the rest of the board and Deputy Mayor Hoskins how agencies could better align their services among their client populations in order to equip their clients with appropriate training and skills for the new jobs that will emerge.

Deputy Mayor Hoskins invited Allison to explain how the WIC would help connect participants served across agencies to the new jobs that will emerge. Allison described some of the goals outlined in the District's State Integrated Workforce Plan, specifically, the primary goal of promoting systems

improvement and integration to create seamless network of services. She noted that the biggest challenge, for agencies to consider, would be to identify how the District envisions coordination across our systems in real time. This entails improving DC One-Stop Center operations, improving the quality of job training, and coordinating case management services for participants served. Establishing systems coordination would ultimately enhance service delivery across the One-Stop Centers, job-training programs; and ensure timely and consistent receipt of services.

DOES added that they are working with the District's Housing Authority (DCHA) to identify possible strategies for data-sharing on the profiles of the participants served through their one-stops to get a better picture of the types of services received prior to entering a One-Stop Center.

The Role of Higher-Education Institutions in Connecting individuals to Employment: One of the board members inquired about the link between higher-education institutions in the District and the jobs that will emerge from this economic strategy. The board member recognized that higher-education institutions typically need significant lead time to revise programs curricula. Dr. Woodland acknowledged that this was true, but also explained that the time frame for updating the curricula for the Workforce Development and Lifelong Learning (WDLL) programming is much shorter than for programs offered under their credit-bearing division. He noted that the goal for updating curriculum programs in the WDLL division is 3-6 months.

DOES noted that they have allocated some of their local funding toward training at the Community College for literacy, customer service and retail skills.

The Five Year Economic Development Strategy's Methodology: A board member inquired about how the DMPED team arrived at the projected amount of jobs. The Deputy Mayor referred board members to the full report (Note: see page 100), which outlines the strategy's methodology. Deputy Mayor Hoskins noted that 100,000 jobs may be underestimated based on this methodology, when compared to other economic model that include a multiplier based on increased demand for products and services in the supply chain and other secondary effects .

Performance Accountability and Reporting: A few board members asked how this strategy would be formally evaluated. Deputy Mayor Hoskins explained that DMPED staff developed short-term, mid-term, and long-term metrics to measure the overall effectiveness of the strategy and work carried out underneath it. Additionally, he noted that every 6 months during implementation, DMPED would release a performance accountability report card on the metrics' results. He also noted that the full economic development strategy and executive summary of its work is posted online at <http://dmped.dc.gov/DC/DMPED>

After the Q&A discussion period on the Economic Development strategy concluded, Allison noted that the next part of the Board meeting would look at specific projects undertaken by WIC staff and provide specific updates on these items.

III. Workforce Investment Act (WIA) Grants Financial Presentation and Fiscal Year (FY) 13 and 14 Budgeting

Introduction: Allison introduced Natalie Mayers, the new Agency Fiscal Officer from the Office of the Chief Financial Officer (OCFO), for DOES. As the agency's Fiscal Officer, Ms. Mayers will be responsible for managing DOES' local and federal financial resources, which support a variety of programs for youth and adults, administered by DOES. Before Natalie presented, Allison encouraged the board to consider

what types of financial information would be helpful to inform the decision-making process for the use of federal WIA funds.

Natalie explained that she would cover the following items in her presentation today:

- Prior State of the Agency's Financial Operations
- Changes Planned for Fiscal Year (FY) 2013
- Explain the Workforce Investment Act (WIA) Grants Structure
- Funding Allocations for FY 2013
- Budget process for FY 2014

Prior State of Financial Operations: Natalie described the prior state of the agency's financial policies and procedures. She explained that during Fiscal Year 2012 (FY12) and for previous reporting periods, the agency's financial department utilized three different reporting systems to allocate time and effort for personnel. This required staff to make many manual adjustments and posed obstacles for reporting financial information to the Federal government in a timely and accurate manner. By requiring staff to utilize multiple systems, staff had to coordinate and recalculate data across these systems, causing delays to the Department of Labor (DOL). She also explained the major differences in grant structure between the District government's financial system and DOL. She pointed out that grants were numbered differently in these two systems and that they needed to be restructured and reconciled for future reporting processes.

She proceeded to explain the major changes that occurred in FY 2013 for agency's finances.

- Restructured the existing grant numbering to accommodate the reporting requirements to DOL
- Moved time labor reporting from FARS to PeopleSoft and SOAR
- Shift of FTEs from Federal Funding to Local Funding
- Revised processes from fixed cost expenditure posting

Grant Restructure: Natalie explained how her team restructured the agency's grants, in order to ensure compliance with DOL requirements. She provided an example of how grants are numbered in the District's financial reporting system and how grants are numbered under the DOL system. Her example illustrated how the agency reformed the process and executed a successful budget restructure by renumbering existing grants to better align with DOL's grants classification system.

FTE Shift from Federal Funding to Local Funding: Natalie discussed the impact of shifting the number of positions in the agency's budget from WIA federal funds to local funds. She highlighted the reduction of nearly 50% (-49.40%) year over year (YOY) change, in the number of FTEs funded by WIA grants.

WIA Federal Award 2011-2013: Natalie provided a breakdown of the WIA award amounts for Adults, Dislocated Workers, and Youth for FY 2013. These amounts are noted below:

FY 2013 Federal Award Amounts:

- WIA Adult: \$1,822,787.00
- WIA Dislocated Worker: \$2,204,736.00
- WIA Youth: Expected to Arrive in July 2013

She noted the reduction in WIA Youth funding between 2011 and 2012, which is approximately \$100,000. She anticipates that the funding they will receive for WIA Youth will likely also reflect this trend.

FY 2013 Budget for WIA Grants: Natalie asked the Board to take note of the total WIA funding amount (\$13,259,472.26), explaining that this figure is actually inflated by \$2.3million dollars – the actual amount should be around \$10,000,000.

Board Discussion and Q&A

10% Administrative Costs Cap under WIA: One of the board members noted that there is a 10% administrative cap in costs for WIA grant funding and asked what the impact has been in shifting positions charging to local funding to WIA federal funding. Natalie explained that the reduction of DOES staff positions charged to WIA federal grants, reduced the amount of administrative staff time spent allocation to WIA.

WIC Staff Salaries and DOES Budget: Another board member asked where DOES' funds for WIC staff salaries are identified in the agency's budget. Natalie explained that 5% is pulled for WIC staff salaries and transferred out to DMPED, and remained with DMPED for 1 fiscal year. Natalie noted that it wasn't clear which line these expenses had been charged to in the past, based on the information in the presentation and this is something that she and Lisa would discuss offline.

Moving Forward: Natalie continued her presentation and discussed the next steps her financial team would take in updating the agency's fiscal policies and procedures. She noted that her team would meet with DOES on January 20, 2013 to discuss how to implement the new changes for FY2013. The changes planned for FY2013 are noted below:

- Creating a Financial Repository of Grant Information
- Working with Program Staff to Ensure Grants have an appropriate spending plan
- Establishing and Updating Policies and Procedures
- Establishing a Current Service Level Agreement between DOES and the WIC

She explained that her team is currently working on putting together a grant repository for the agency, which should be complete around the end of February 2013. Additionally, she noted that the team is establishing a service level agreement between the WIC and DOES to identify appropriate reporting processes.

In addition, she reported that she and the WIC are conducting monthly meetings to determine what types of financial information would be useful for the Board. Allison also mentioned that she would be compiling feedback from the WIC Executive Committee on this matter as well. Natalie concluded her presentation by asking the board to email her any questions regarding her presentation. A copy of Natalie's presentation was provided in the board members' meeting packets.

IV. WIA In-School Youth (ISY) Request for Applications (RFA) Update

Allison explained that the WIC would now present on the WIA ISY RFA, which emerged from the WIC Executive Committee meeting the previous week. She introduced Polina Bakhteiartov, the Capital City fellow, who has been working with the WIC on WIA youth grants process. Polina recapped the process for the ISY grants application and review process. She explained that the WIC received 20 applications in November. The 'industry awareness' program model received eleven (11) applications and the 'post-

secondary preparation' model received nine (9) applications. Polina noted that all applications underwent two initial screening processes compliance screen and a substantiality screen. After conducting both screens on the applications, 18 applications were eligible for review. These remaining applications were scored by reviewers who were drawn from national and local organizations with expertise in workforce development and education. Each of the eligible applications were reviewed by 3 reviewers. Each of the reviewers scored their assigned applications independently and then convened for a review team consensus meeting on December 17, 2012. The review teams ranked applications and proposed a set of recommendations to the WIC Executive Committee, which were presented at the January 3, 2013 WIC Executive Committee meeting.

At the January meeting, the WIC submitted a 20-page detailed memo, which documented the process for designing and evaluating responses received to the ISY RFA, described the review team's findings of the applications, and presented a set of recommendations based on the review team's findings and funding availability. The WIC Executive Committee recommended issuing conditional grant awards to the following three (3) programs under the WIA in-school youth RFA:

Organization	Program Model	Grant Amount
Multicultural Career Intern Program	Post-Secondary Preparation	\$393,750
Sasha Bruce Youthwork, Inc.	Post-Secondary Preparation	\$281,250
Urban Alliance	Industry Awareness	\$393,750

Polina explained that the WIC would need the full board's approval before finalizing the above-mentioned recommendations. Before the Vice-Chair called a motion to vote, Allison asked the board if they had any questions regarding the information presented on ISY RFA.

Board Discussion and Q&A

Cohort Timing: One of the board members asked if staff could explain how the timing would work for each of the cohorts served under the RFA. Allison responded by explaining the timing and length of service design for each of the cohorts. She noted that the first cohort would run for eighteen months, beginning around February 2013-June 2014. The second cohort would run for twenty-four months, beginning in September 2013 and run through June 2015. For the period running from September 2013-June 2014, grantees would be serving both cohorts simultaneously, though each cohort would be receiving distinct sets of services based on their class level.

Polina and Allison explained that the next steps in the process are to gain the board approval of the recommendations, issue the conditional award letters, and denial letters. Next, the WIC and DOES will finalize grant agreements for program implementation.

BOARD VOTE: The WIC Executive Committee forwarded the three program recommendations under the WIA ISY RFA grant to the full board for their approval. Upon a motion made by Sarah Oldmixon and seconded by William Hanbury, the Board voted to approve the conditional grant award recommendations made under the WIA ISY grant. The board unanimously approved the three recommendations.

Allison reminded the board that the WIC, the Community Foundation, & the United Way are co-funding technical assistance for youth providers, which will be provided by the National Youth Employment

Coalition (NYEC). They have developed a letter of interest (LOI) process for interested organizations. Technical assistance is expected to begin later this month.

V. One-Stop Certification and Individual Training Accounts System and Eligible Training Provider List (ETPL) Certification

Allison reminded the board of the previously approved scope of work for the two projects: One Stop Center Certification and the Individual Training Accounts System. She explained that this effort entails updating policies and procedures for the One Stop Centers as well as updating policies and procedures for determining the eligibility of WIA ITA-funded training providers.

Allison asked the board to review the draft planning materials for both projects in their meetings packets. She also noted that the WIC is beginning to setup ad-hoc advisory committees for each of these projects. She asked the board to email her if they would be interested in serving on one of these committees.

DOES encouraged board members to determine strategies that would recognize the limited resources available, for example, ways in which agencies can offer services by co-locating services in the One-Stop Career Centers, or how we can better use technology to share participant data across agencies.

A board member encouraged the WIC and DOES to consider engaging with members from the philanthropic community to help support both of these efforts.

VI. Public Comments

No public comments were made.

VII. Adjournment

The Vice-Chair adjourned the meeting at 11:05 AM. The next quarterly WIC board meeting for Fiscal Year 2013 will be held on April 9, 2013.